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8 May 1952

MEMORANDUM

FOR : Deputy Director of Training (General)  
FROM : Chief, Plans and Policy Staff  
SUBJECT : Weekly Activities Report -- Period 2 - 8 May 1952

## I. Completed Projects

1. Project 51-3, Summer Seminar on the Near East. Transferred administrative responsibilities for processing action on the candidates for the Summer Seminar on the Near East to the Support Staff. Plans and Policy Staff will continue to lend advice and assistance but the Support Staff will now carry the administrative arrangements for this project to completion.
2. Project 52-3, Office of Training Section of CIA History. Completed draft furnished to Director of Training on 5 May.
3. Project 52-20, Orientation of Training Liaison Officers. Completed draft and coordination of O/TR proposed regulation on Orientation of Training Liaison Officers by O/TR(G).
4. Project 52-21, CIA Regulation Governing Provisionally Cleared Personnel. Draft CIA notice setting forth policies on provisionally cleared personnel prepared by the Office of the Director of Personnel. Submitted O/TR re-draft of proposed Agency regulation on this subject to the Director of Personnel as a basis for an Agency regulation. There were no policy or procedural disagreements. The final version will be submitted to O/TR for official concurrence prior to publication as an Agency regulation.

### III. Projects in Process

25X1C4a 1. Project 52-2, CIA Participation in [REDACTED] Scheduled meeting to complete discussions on cover and security arrangements for the project on 13 May.

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2. Project 52-17, Near East Language and Area Program. The only comment received on this program was that from the Office of Operations. A needling campaign has begun to obtain replies from the other offices.
3. Project 52-18, Staff Study on Training for New Personnel. Conducted a meeting between TR(S) personnel who teach the Basic Operations course and the Head, CIA Intelligence School, in order to determine the feasibility of integrating the substance of the proposed Basic Intelligence course for new professional level personnel with material now presented in the BOC course. The results and conclusions of this meeting were made the subject of a special memorandum for record which has been transmitted to the DDTR(G) and the DTR.
- 25X1A 4. Project 52-19, CIA Regulation [REDACTED] A draft revision to this regulation is in the process of preparation in collaboration with the Support Staff.

### III. Newly Assigned Projects

1. Project 52-22, Chinese Language Project. In collaboration with Chief, Language Services Division, a meeting is being arranged with chiefs of Far Eastern components in the Agency to determine the validity of a proposal for the preparation of training material to be used for instruction in Chinese. The meeting is tentatively scheduled for 21 May.

### IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-9, A National Intelligence Course.
3. Project 51-10, Intermediate Intelligence Course.
4. Project 51-13, Register of Training Activities.
5. Project 51-21, Area and Language Specialists.
6. Project 51-22, Wartime Role of CIA as It Relates to Mission of O/TR.
7. Project 52-4, A Bill for Training Federal Civilian Officers and Employees.
8. Project 52-5, CIA Employee Improvement.

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9. Project 52-8, National Security Presentations.
10. Project 52-9, Training for Employee Evaluation.

## II. Projects in Process (Addendum)

5. Project 51-7, Administrative Training Program. Completed arrangements for a meeting with the Director of Personnel, his Deputy, the Chief, General Services Division, and the Assistant to AD Personnel to discuss the feasibility of setting up a series of Personnel conferences between representatives of the Director of Personnel, the senior administrative officers of each of the operating Offices and the staffs of the Agency for the purpose of identifying administrative problems arising at the office and staff level which have Agency-wide implications. The objective of this meeting is to set up the machinery whereby a Personnel forum can be conducted on a continuing basis to iron out common problems, identify training requirements, policy deficiencies, procedural difficulties and numerous other obstacles to effective Personnel administration throughout the Agency. Similar conferences are being scheduled with the Agency Comptroller, the Chief, Procurement, and the Chief, General Services Division.



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